



## INFORMATION ABOUT

# Northwestern Nevada Business Start Up Information

### **Business License and Taxation Requirements**

A business license is needed for each person, corporation, partnership, proprietorship, business association and any other similar organization that conducts an activity for profit, including an independent contractor or sole proprietor. A trade show or convention held in this state in which a business previously described takes part, or in which a person who conducts such a business attends, for a purpose related to the conduct of the business also needs a business license. Detailed information on the business license application process and taxation rates may be obtained at the Department of Taxation web page. You may obtain an application form from the Nevada Department of Taxation office nearest you, or you may click on Nevada Department of Taxation below to locate and download forms.

Nevada Department of Taxation  
850 Elm Street #2  
Elko, NV 89803  
Phone: 775.738.8461  
Fax: 775.778.6814

### **Local Business License Offices**

A local business license is required to operate a business in nearly all cities, most counties, and many other locations. This is in addition to the State Business License. Please contact the appropriate business license office to determine the specific licensing requirements. The Nevada Business Registration Form available from the Department of Taxation may be used to apply for a local business license as well.

Humboldt County Clerks Office  
50 W. 5th Street Room 207  
Winnemucca, NV 89445  
775.623.6343  
Email: coclerk@hcnv.us

Lander County Clerks Office  
315 S. Humboldt St.  
Battle Mountain, NV 89820  
775.635.5738  
Fax: 775.635.5761  
Email: clerk@landercounty.org

City of Lovelock  
400 14th St.  
Lovelock, NV 89419  
Phone: 775.273.2356  
Fax: 775.273.7979  
Email: vrose@cityoflovelock.com

### **Employer Identification Number**

Every partnership or corporation must have an Employer Identification Number (EIN) to use as its taxpayer number. Sole proprietors must also have an EIN if they pay wages to one or more employees or if they are required to file any excise tax returns.

Internal Revenue Service Employer Identification Number  
675 W. Moana Lane  
Reno, NV 89509  
Phone: 800.829.1040

# Northwestern Nevada Business Start Up Information (con't)

## Business Personal Property Declaration Form

Nevada tax laws require all persons, firms, or businesses owning, renting, leasing, or controlling business personal property to file a Business Personal Property Declaration Form. Please contact your city or county government office for more information.

## Workman's Compensation Insurance

Every business that employs anyone must by law, obtain workers compensation insurance coverage unless that entity is certified by the Commissioner of Insurance as a self-insured employer.

State of Nevada Department of Business and Industry Division of Insurance  
788 Fairview Drive #300  
Carson City, NV 89702  
Phone: 775.687.4270 Fax: 775.687.3937

## Nevada Unemployment Compensation Program

Any business that employs one or more workers is an "employing unit" and must register with the Nevada Unemployment Compensation Program. Registration is made by submitting a Nevada Business Registration Form to the employment security division as soon as workers are hired.

Employment Security Division  
1325 Corporate Blvd.  
Reno, NV 89502  
Phone: 775.688.2663 Fax: 775.688.2667

## I-9 Forms for New Employees

Every employer is required, within 72 hours of hiring a new employee, to maintain a completed, signed, witnessed, and dated I-9 Form for each employee.

Immigration & Naturalization Service  
1351 Corporate Blvd.  
Reno, NV 89502  
Phone: 800.375.5283

## W-4 Forms

Every employee hired is to complete a W-4 Form so that the employer can withhold the proper amount of income tax from each paycheck. Any change in the employee's tax status requires a new form.

Internal Revenue Service  
300 Booth Street  
Reno, NV 89502  
Phone: 800.829.1040

## Nevada Labor Statutes

All employers must comply with Nevada's Labor Statutes and must post a sign explaining these laws at the place of business.

State Labor Commission  
1445 Hot Springs Road, Ste. 109  
Carson City, NV 89710  
Phone: 775.687.4850 Fax: 775.687.6409

## Incorporating

Businesses interested in incorporating, along with non-Nevada businesses seeking permission to do business in Nevada, should register with the Secretary of State's Office. The Secretary of State's office handles commercial recordings (incorporation), securities, notaries, and election information.

Secretary of State Capital Building  
101 N. Carson St., Suite 3  
Carson City, NV 89701  
Phone: 775.687.5203 Fax: 775.687.3471  
Document on demand directory: 1.800.583.9486

# Northwestern Nevada Business Start Up Information (con't)

## Zoning Offices

The applicable city or county zoning ordinances should be checked to ensure that the desired location is zoned for the proposed type of business before buying or leasing property. For home-based businesses, please verify if a Home Occupation Permit will be required. Contact your local government office(s), or you may find the applicable zoning office(s) in the limited list above under Local Business License Offices.

## Using a Fictitious Name

A fictitious name/dba certificate is required for all businesses that plan to use a name different than their legal or corporate name. It is best to check with the County Clerk's office where your business is located to determine if the fictitious name desired is available.

\*Source: Nevada Commission on Economic Development